HCS MANAGEMENT BULLETIN

H09- 058 – Procedure
September 1, 2009

TO: Area Agency on Aging (AAA) Directors

FROM: Bill Moss, Director, Home and Community Services Division

SUBJECT: **American Recovery and Reinvestment Act (ARRA) Nutrition Funds Data Reporting Requirements**

PURPOSE: To provide instructions for required data reporting of ARRA nutrition funds

BACKGROUND: AAAs received federal ARRA funding for congregate and home delivered meal programs. As explained in MB H09-019, receipt of ARRA funding also includes stringent federal requirements for reporting and accountability.

There are a variety of ways that ARRA funds can be used. In some cases it is possible to obtain an unduplicated count of ARRA funded individuals and meals. In other cases it won't be feasible to designate or identify an ARRA meal or meal recipient differently than other meals or meal recipients.

Data elements related to number of meals and number of individuals served will be integrated into the existing NAPIS data collection system and service categories will be added to allow aggregate reporting for the required ARRA data. AAAs will enter monthly aggregate data that will capture all meals funded by ARRA. This data will include meals that represent an increase or restoration of meals subject to or previously cut.

The use of existing data collection methods will allow ADSA to track data in the same place, avoiding requirements for the use of multiple forms and tracking systems, and prevent duplication of meal counts associated with non-ARRA related annual federal reporting requirements.

WHAT'S NEW, CHANGED, OR CLARIFIED

This Management Bulletin provides confirmation and clarification of required data elements and instructions for collecting and submitting monthly ARRA data to ADSA.

Required Elements that must be Reported to ADSA:

The required data elements identified for AAAs as of 9/01/09 are:
* Number of meals

- Number of unduplicated individuals served
- Number of jobs created
  - "Jobs or positions created'' means those new positions created and filled, or previously existing, unfilled positions that are filled as a result of Recovery Act funding.

- Number of jobs retained
  - "Jobs or positions retained'' means those previously existing filled positions that are retained as a result of Recovery Act funding.

As described in MB 09-019, data related to ARRA funding will be submitted to ADSA on a monthly basis.

ARRA funds represent a distinct percentage increase over post transfer TC1 & TC2 OAA funds for each AAA. The size of the increase and the impact of the economic downturn on nutrition services vary by AAA. As a result there will be some differences in the percent increase in meals served reported by each AAA. As stated in MB 09-019, the minimum anticipated increase will be 6%. ADSA will calculate the percentage meal increase for each AAA at the end of the ARRA funding period.

ACTION:

Collecting and Reporting ARRA data for Meals and Individuals:
Continue to collect individual consumer information and number of meals served through the monthly NAPIS Reporting entered into SAMS or local system that is uploaded to SAMS. All consumers and meals regardless of NAPIS or ARRA funding will be posted under **Congregate and Home Delivered NAPIS Services**.

Once the monthly meal data is collected, the AAA will create an aggregate consumer for each provider and use your data, based on the actual unduplicated count or an allocation method, to enter monthly counts of consumers and meals funded by ARRA. These consumers may be a duplication of some of the NAPIS consumers and meals.

Reporting known unduplicated ARRA counts:
Where possible, report actual numbers of unduplicated participants and meals served that are attributable to ARRA funds into NAPIS including aggregate numbers per month.

Determining and Applying ARRA Allocation Percentage:
AAAs who are not able to obtain unduplicated participant and meal counts attributable specifically to ARRA funding may use a cost allocation percentage to determine ARRA aggregate data for meals and individuals. This same method must be used for calculations across the entire ARRA period.

Collecting and Reporting Data for Jobs Created and Jobs Retained:
ARRA data on jobs applies to paid positions retained or created by access to ARRA funding. Job data will include jobs retained or created as the result of ARRA funding.

Job data will be reported in fulltime equivalents and in cumulative fashion. For example, if you have .5 FTE in October and November and an

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additional .75 is added in December, you will report .5 FTE in both October and November and report 1.25 in December.

Each AAA will also use an aggregate consumer to store jobs created, 'EmployJobCreated-ARRA service' and jobs retained, 'EmployJobRetained-ARRA service'.

Data Entry Procedures:
To ensure we can provide accurate and timely reports to State officials, AoA and the Federal Office of Management and Budget (OMB), all AAAs must complete the following:

- Enter all data in SAMS or SAMScan to import to SAMS by the end of the month following the month of service delivery – i.e. July data must be entered into SAMS by August 31st. (Data imports are to be completed per the attached procedure.)

- Provide a list of all nutrition providers who will be using ARRA funds to Michael Blonden at blondmw@dshs.wa.gov so the administrative links can be set up in SAMS by September 10, 2009.

- Program and Fiscal staff work closely to ensure NAPIS data and ARRA billings are comparable.

RELATED REFERENCES:	Recovery Act Accountability and Transparency Washington State Recovery Site
ATTACHMENT(S):	**Procedure for Uploading NAPIS XML Data to AgingNetwork:** Uploading NAPIS XML Data to AgingNetwork
CONTACT(S):	If you need information about secure data transfer or have questions about required data elements or ARRA related projects, please contact: Rosemary Biggins, Program Manager (360) 725-2466 Biggire@dshs.wa.gov If you need more information about data entry into SAMs or technical assistance with ensuring new services are appropriately linked to providers and AAAs, contact: Michael Blonden (360) 725-2323 Blondmn@dshs.wa.gov OR Gabe Shanafelt (360) 725-2462

Shanagg@dshs.wa.gov

If you have questions regarding ARRA billings, contact:

Anna Glaas
(360) 725-2374
Glaasag@dshs.wa.gov